

News & Notes

EVACUATIONS DURING AN ACTIVE SHOOTER OR OTHER DANGEROUS INTRUDER SITUATION

Active shooter and other dangerous intruder situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Evacuation may be one option during an active shooter situation; sheltering in place during an active shooter situation may be a second option.

The Department of Homeland Security (DHS) provides the following guidance for evacuation during an active shooter situation: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- § Have an escape route and plan in mind
- § Evacuate whether others agree
- § Leave your belongings behind
- § Help others escape, if possible
- § Prevent individuals from entering an area where the active shooter may be
- § Keep your hands visible
- § Follow the instructions of any police officers
- § Do not attempt to move wounded people
- § Call 911 when you are safe



"I like Kindergarten so far... I've mastered scissors, coloring and simple texting!"

RIDDLES OF THE MONTH

- 1) Why did Humpty Dumpty have a great fall?
- 2) What did the tree say to autumn?
- 3) Spell me out and I am the number of a month in which I also match the number of letters exactly of this month. What am I?
- 4) I am two-faced but bear only one. I have no legs but travel widely. Men spill much blood over me. Kings leave their imprint on me. I have greatest power when given away, yet lust for me keeps me locked away. What am I?

Answers on page 2 Safety Bits & Pieces



Safety Matters

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What should Workers Know Before and Do During an Emergency Evacuation?

What should workers know before an emergency occurs?

- § Be familiar with the worksite's emergency evacuation plan.
- § Know the pathway to at least two exits from every room/area at the workplace.
- § Recognize the sound/signaling method of the evacuation or other alarms and their different meanings.
- § Understand who to contact in an emergency, as well as the specific procedures they will be expected to use.
- § Know how many desks or cubicles are between their workstations and two of the nearest exits to escape in the dark, if necessary.
- § Know where the fire/evacuation alarms are located and how to use them.
- § Report damaged or malfunctioning safety systems and back-up systems.
- § Report changes in health that may affect their ability to safely evacuate, to their supervisor.

What should workers do when an emergency occurs?

- § Listen carefully for instructions over the building's internal communication system and follow the instructions.
- § When instructed, leave the area quickly, but in an orderly manner, following the worksite's emergency evacuation plan.
- § Do not use elevators when evacuating a burning building, unless they are properly designed and designated "occupant evacuation elevators."
- § Report to the designated meeting place, and ensure they make contact with the person charged with worker accountability.
- § Do not re-enter the building until directed to do so by authorities.

What should workers do if trapped?

- § Stay calm and take steps to protect yourself.
 - § Go to a room with an outside window.
 - § Use a telephone/cell phone to call for help if possible.
 - § Stay where rescuers can see you and wave a light-colored cloth to attract attention.
- Specifically, during fire events:
- § Go directly to the nearest fire- and smoke-free stairwell, recognizing that in some circumstances the only available exit route may contain smoke or fire.
 - § Crawl low, under the smoke, to breathe cleaner air. Test doors for heat before opening them by placing the back of your hand against the door so you do not burn your palm and fingers. Do not open a hot door. Find another exit route. Keep "fire doors" closed to slow the spread of smoke and fire.
 - § Stuff wet clothing, towels, or newspapers around the cracks in doors to prevent smoke from entering your room.
 - § Do not open or break windows unless absolutely necessary. Doing so could draw heat or smoke towards you.

SAFETY TIP OF THE MONTH

Did you know that all exit routes must be: Clearly marked and well lit? Unobstructed at all times? Wide enough to accommodate the number of evacuating personnel? Unlikely to expose evacuating personnel to additional hazards? Designed to avoid potentially hazardous areas or operations?



Safety Bits & Pieces

HOME PREPAREDNESS PLANNING

In the event of an emergency, natural or otherwise, it is important to make sure that your family's basic needs are being met and that they are safe. The most effective way of to do this is to have a plan in place. While your family's emergency plan will be unique to you, there are a few general points that will help to best prepare you for success.

Creating a **disaster supply kit** is essential to an effective emergency preparedness plan. Stock your supply kits with medical supplies, medications, non-perishable foods, water, batteries, blankets, clothing, and other basic items. Our basic necessities include: food, water, clothing, and shelter; everything else is a luxury in times of crisis.

Developing an **easy-to-remember** plan is also important. This is especially true for families with older adults or children to consider. Keep your emergency plan as simple as possible and use places that are very familiar and hard to forget. It also important that everyone knows what they're expected to do during an emergency.

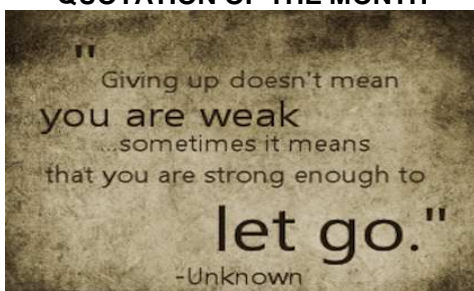
Write up and/or print out **an emergency checklist** and keep it someplace easily accessible and memorable. This checklist should include emergency contacts. It should also include local emergency phone numbers and addresses. A very short list of important items to be removed from the house may also be included (i.e. a folder with copies of vital documents). Spare car keys may also be on this list and kept in the same vital folder, making it easy to grab and go. It may also be helpful to create separate lists for either members of your family or different types of emergencies.

Preparing for extended periods of emergency is also important. Natural disasters may knock out power, pollute drinking water, and make it difficult for first responders to reach you. An emergency food storage of canned and nonperishable items, as well as bottled drinking water are essential, especially for families living in areas with an increased likelihood of natural disasters, including hurricanes, tornadoes and snow emergencies.

RIDDLES OF THE MONTH ANSWERS:

- 1) To make up for his miserable summer.
- 2) Leaf me alone.
- 3) NINE
- 4) A coin

QUOTATION OF THE MONTH



Shelter-in-Place Procedures

During some emergency situations it may be necessary to shelter-in-place. Shelter-in-Place means selecting an interior room(s) within a facility, potentially with no or few windows, and taking refuge there. Specific procedures for shelter-in-place at a worksite may include the following:

§ Close the business.

§ When authorities provide direction to shelter-in-place, everyone should do so immediately. Do not drive or walk outdoors.

§ If there are clients, customers, or visitors in the building, provide for their safety by asking them to stay, not leave.

§ Unless there is an imminent threat, ask workers, clients, customers, and visitors to call their emergency contact to let them know where they are and that they are safe.

§ Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is currently closed, and that staff and visitors are remaining in the building until authorities advise that it is safe to leave.

§ Close exterior doors and close windows, air vents, and fireplace dampers. Workers familiar with the building's mechanical systems should turn off all fans, heating and air conditioning systems, and clothes dryers. Some systems automatically provide for exchange of inside air with outside air. These systems, in particular, need to be turned off, sealed, or disabled.

§ If sheltering in place due to an external threat, such as a dangerous intruder or active shooter situation, consider locking exterior doors. Ensure that locking mechanisms allow workers to exit the work site if necessary.

§ If there is danger of explosion, close the window shades, blinds, or curtains.

§ Ensure workers are positioned away from exterior windows, and seek shelter in areas that offer adequate protection.

§ Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, plastic garbage bags, medications, and other personal items.

§ Select an interior room(s) above the ground floor (selecting a room above ground floor does not apply to tornadoes or hurricanes), with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy rooms and conference rooms without exterior windows are ideal. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.

§ It is ideal to have a hard-wired telephone in the room(s) selected. Call emergency contacts and have the phone available if there is a need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

§ Take emergency supplies and go into the designated room. Seal all windows, doors, and vents with plastic sheeting and duct tape or anything else on hand.

§ Consider pre-cutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space to be covered so that it lies flat against the surrounding surface (e.g., wall, ceiling). Label each piece with the location of where it fits.

§ Write down the names of everyone in the room, and call designated emergency contacts to report who is in the room and their affiliation (employee, visitor, client, customer).

§ Listen to the radio, watch television, or use the Internet for further instructions until it is safe or until instructed to evacuate. Local officials may call for evacuation in specific areas at greatest risk in the community.



ON THE LIGHTER SIDE...

